WILDCARD NOTES: A wildcard can help maximize search results. You can use a wildcard in place of exact search values in the query table. The wildcard for this application is *.

You can search using a wildcard in the following "search value" applications:

"BUSINESS NAME"   Search for a business' records by using a partial business name surrounded by two asterisks instead of entering the full business name. (ex: for *Grant's Auto Body Shop*, search for: *grant*) This will ensure that the system returns all the possible sites with that partial name. If you search using the full business name and the full business name is not entered into the system exactly as you have typed, you may not find the business.

"STREET"   Search for a business' records by using a partial street name surrounded by asterisks instead of entering the full street name. (ex: for *El Cajon Boulevard*, search for: *El*C*) This will ensure that the system returns all the possible sites with that partial name. If you search using the full street name and the full street name is not entered into the system exactly as you have typed (such as Boulevard vs. Blvd.), you may not find the business you seek.

"CITY"   Search for a business' records by using a partial city name surrounded by two asterisks instead of entering the full business name. (ex: for the city of *Santa Ysabelle*, search for: *Santa*) This will ensure that the system returns all the possible sites with that partial city name. If you search using the full city name and the full city name is not entered into the system exactly as you have typed, you may not find the business.

"ACTIVE Y/N"   The field is set with a default value of * and can be changed with a pull down menu.

"DOC TYPE"   The field is set with a default value of * and can be changed with a pull down menu.

"REFERENCE NAME"   Search for the business records by using a partial reference name surrounded by two asterisks instead of entering the full reference name. A full reference name contains many characters and can be easily mistyped. (ex: for a UST repair permit called *UST-2004-RT1234-S0123-041.pdf* by its reference name, search for: *RT1234* in the reference name area) This will ensure that the system returns all the possible sites with that partial reference name. If you search using the full reference name and you are off by even one digit, you may not find the business files you seek.

Wildcard cannot be successfully used in PERMIT, YEAR, STREETNO, DIR, or ZIP fields.